

Division of Criminal Justice Academy

2005 COURSE CATALOG



State of New Jersey
Department of Law and Public Safety
Division of Criminal Justice
25 Market Street, P.O. Box 085
Trenton, New Jersey 08625
www.njdcj.org

**Department of Law and Public Safety
Division of Criminal Justice**

Peter C. Harvey, Attorney General
Vaughn L. McKoy, Assistant Attorney General
Director, Division of Criminal Justice

Division of Criminal Justice Academy

The Division of Criminal Justice Academy has been a Police Training Commission approved academy since 1980. Established originally to conduct the Basic Course for Investigators, the Division of Criminal Justice Academy has expanded its curriculum to include other PTC approved courses, such as the revised Modified Basic Course for Investigators, Methods of Instruction Course, the Basic Course for Arson Investigators and the Arson Investigation In-Service Course. In addition, the Academy conducts a wide variety of specialty and management development courses not generally available at other police academies. The Academy also provides continuing education to state investigators and deputy attorneys general from the Division of Criminal Justice.

Course Registration

To register for a course, submit a copy of the registration form located at the end of the catalog. To assist in planning course enrollment and providing confirmation of enrollment, when possible, registrations should be submitted at least 30 days prior to the course start date. For tuition courses, please submit an agency check or payment voucher with the registration or upon confirmation of course enrollment. **(All payments for all courses should be made payable to the Division of Criminal Justice Academy, and mailed to: P.O. Box 085, Trenton, New Jersey 08625.)**

Registration Confirmation

Written confirmation of course enrollment will be mailed to individual registrants approximately three weeks prior to the course start date. **To attend courses, individuals must receive confirmation of enrollment from the DCJ academy. Since many courses have limited enrollment, admission can not be guaranteed without prior confirmation. Send ALL course registrations (with the exception of the Basic Course for Investigators and the Basic Course for Arson Investigators) and ALL course payments to the address below. No tuition payments should be mailed to the Academy offices in Sea Girt.**

DIVISION OF CRIMINAL JUSTICE ACADEMY

P.O. Box 085

TRENTON, NEW JERSEY 08625 - 0085

Telephone: 609.777.0243; Fax: 609.984.7303

Course Location and Times

Course locations are noted in the catalog. (Directions to primary training sites are provided at the back of the *Course Catalog*.) Classes generally begin at 9:00 a.m. and end at 4:00 p.m. If class times differ, they are noted in the course description provided in the *Catalog*. Further information concerning specific course times and locations will also be provided in course enrollment confirmation letters. ***Classes are subject to relocation or rescheduling. Therefore, please read the confirmation letter for current information or any changes.*** Also, to enable the Academy to contact you concerning pertinent changes, please complete ALL information on the registration form. ***The course enrollment confirmation letter will contain specific information concerning course times and location.***

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COURSE REGISTRATION FORMS (and clothing order forms)

DCJ Academy In-Service Courses
Basic Course for Investigators
Clothing Order Form
Basic Course for Arson Investigators
Clothing Order Form

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

An Anatomy of a Search Warrant

This is a hands-on workshop. Participants will review the essential elements of writing an affidavit for a search warrant. Hands-on exercises will include drafting a short affidavit during the workshop. ***Class size is limited (18).***

Who should attend: Assistant prosecutors, deputy attorneys general, police instructors and police officers.

Cost: No charge

Date(s): 7/20/05 (Union County Police Academy)

Arson Investigation In-Service

This course, mandated pursuant to *N.J.S.A. 40A:14-7.1* for fire personnel assigned to certified arson investigation units in municipal fire departments, is a continuation of the basic arson investigation training and is required for arson investigators appointed pursuant to this statute. The in-service training specializes in more advanced aspects of arson investigation and prosecution.

Who should attend: Fire personnel assigned to certified arson investigation units in municipal fire departments, law enforcement officers assigned to arson investigation units within prosecutors' offices, and county and municipal police officers assigned to investigate arson. Also, fire, police and other personnel who have attended the Basic Course for Arson Investigation.

Cost: No charge

Date(s): *Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer and Salem County fire and law enforcement personnel*

3/23/05 8:30 am - 12:30 pm (Burl. County Emergency Services Training Facility)

3/30/05 8:30 am - 12:30 pm (Burl. County Emergency Services Training Facility)

Bergen, Essex, Hudson, Hunterdon, Morris, Passaic, Somerset, Sussex, Union and Warren County fire and law enforcement personnel

4/6/05 8:30 am - 12:30 pm (Passaic County Police Academy)

4/13/05 8:30 am - 12:30 pm (Passaic County Police Academy)

Middlesex, Monmouth and Ocean County fire and law enforcement personnel

6/8/05 8:30 am - 12:30 pm (Middlesex County Fire Academy)

6/15/05 8:30 am - 12:30 pm (Middlesex County Fire Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Assault Rifle Instructor Course

This five-day course prepares the law enforcement firearms instructor to teach the fundamentals of operating the law enforcement assault rifle. Successful completion of this course certifies the instructor to qualify assault rifle operators under the Attorney General's Requalification Guidelines. Instruction includes nomenclature, malfunction clearance, semi-automatic and full automatic manipulation drills, shooting on the move, and other street relevant courses of fire. (Note: This is not a police Carbine instructor course.) ***Class size is limited (24).***

Who should attend: Law enforcement firearms instructors who wish to instruct and qualify law enforcement officers in the use of an assault rifle in accordance with the New Jersey Attorney General's Requalification Guidelines.

Requirements: Previous attendance to a Firearms Instructor Course. ***Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.***

Candidates must achieve a score of 90% on the Automatic/Semi-Automatic Police Service Rifle Qualification Course (ARQC), demonstrate safe handling skills and pass a written examination to successfully complete the course. Necessary equipment includes a police service/assault rifle (rifle which fires ammunition greater than 2,000 fps [AR-15, M-16, G36], .223 cal. preferred) with sling; four magazines for the rifle; 2,000 rounds of ammunition for the rifle; a flashlight or rifle attached lighting device; service handgun and holster; 100 rounds of ammunition for the handgun; wrap-around eye protection; hearing protection; baseball style or other hat with a wide front brim; long sleeve shirts; rain gear (no ponchos); spotting scope or binoculars; and a cleaning kit.

Cost: \$250

Dates: 3/28/05 - 4/01/05 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri. (Fort Dix, Range 71)
12:00 pm - 9:00 pm, Thursday

5/16/05 - 5/20/05 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri. (Fort Dix, Range 71)
12:00 pm - 9:00 pm, Thursday

10/31/05 - 11/04/05 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri. (Fort Dix, Range 71)
12:00 pm - 9:00 pm, Thursday

11/14/05 - 11/18/05 8:30 am - 5:00 pm, Mon., Tues., Wed., and Fri. (Fort Dix, Range 71)
12:00 pm - 9:00 pm, Thursday

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Basic Course for Arson Investigators

This course is mandated pursuant to *N.J.S.A. 40A:14-7.1* for fire personnel assigned to certified arson investigation units in municipal fire departments. Program topics include the investigation and prosecution of arson, the cause and origin of fire, interviewing and interrogation techniques, profile of an arsonist, the New Jersey Code of Criminal Justice, and motives for arson. Classroom instruction is supplemented by a practical exercise involving the investigation of actual fire scenes. **Applications must be submitted through and approved by the county prosecutor's office. Class size is limited.**

Who should attend:

- . Paid firefighters assigned to a certified municipal arson investigation unit.
- . Paid fire personnel assigned to a county arson investigation unit.
- . Police officers, county prosecutor's office investigators or detectives, and assistant prosecutors assigned to investigate arson.

Cost: \$400 (Tuition includes five shirts to be worn during course activities and course instructional materials.)

Tuition vouchers, purchase orders, and checks should be forwarded to the DCJ Academy office in Trenton (25 Market St., P.O. Box 085, Trenton, NJ 08625).

Date(s): 5/09/05 - 5/27/05 8:30 am - 4:00 pm (no weekend classes) (DCJ Academy, Sea Girt)
10/17/05 - 11/04/05 8:30 am - 4:00 pm (no weekend classes) (DCJ Academy, Sea Girt)

Basic Course for Investigators

This basic training program covers general topics such as investigative procedures essential to the successful investigation, apprehension and prosecution of criminals. In accordance with the provisions of the Police Training Act, this course is mandatory for county prosecutor's investigators and detectives, state investigators, and arson investigators assigned to certified arson investigation units. Basic firearms training and physical conditioning training are conducted during this course.

Who should attend: County prosecutor's investigators and state investigators with no prior basic law enforcement training in New Jersey and arson investigators assigned to certified arson investigation units.

Requirements: Drug screening and medical certification.
Clothing order form (included at the end of course catalog) must be completed and submitted along with course registration form (also provided in catalog).

Cost: \$700 (Tuition includes the following items of clothing for each recruit: short and long sleeve golf shirts, tee-shirts; sweat pants, sweat shirts, gym shorts, and an outdoor field jacket, as well as course instructional materials.)

Tuition vouchers, purchase orders, and checks should be forwarded to the DCJ Academy office in Trenton (25 Market St., P.O. Box 085, Trenton, NJ 08625).

Date(s): 2/14/05 - 6/17/05 8:00 am - 4:00 pm (no weekend classes) Orientation, 2/4/04 (Sea Girt)
8/15/05 - 12/21/05 8:00 am - 4:00 pm (no weekend classes) Orientation, 8/5/04 (Sea Girt)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Community Policing Fundamentals

With the philosophy of community policing being embraced by more police agencies, officers dealing with the public must have a good foundation of this concept. This three and one-half day course will provide a study of the fundamentals of community policing. Lecturers from current community police programs will participate in this course and provide students with the insight necessary for a good community police officer.

Who should attend: Community police officers and supervisors.

Cost: \$75

Date(s): 4/11/05 - 4/14/05 (Morris County Police Academy)

Counter Terrorism Strategic Analysis

This is an advanced analytic course which requires basic analytic training. It includes collection plans, developing strategies, threat and vulnerability assessments, trend analyses and forecasting (both numeric and descriptive), report formats, topic selection, pro-active targeting and prioritization, problem profiles, indicator development and evaluating strategic products. Numerous hands-on exercises focus on counter-terrorism work but can also be applied to organized crime, narcotics, white collar and other significant crime. ***Class size is limited (18).***

Requirements: A personal calculator will be needed for instructional exercises.

Who should attend: Law enforcement and military analysts with previous analytic training experience.

Cost: No charge

Date(s): 5/10/05 - 5/13/05 8:30 am - 4:30 pm (Hughes Justice Complex, Trenton)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Criminal Procedure Update

This three-day program will update assistant prosecutors, police instructors and newly-appointed prosecutor's investigators with police experience in the recent developments in the laws of search warrants and exceptions to the warrant requirement, Attorney General Guidelines on Eyewitness Identification, as well as Identity Theft and Document Fraud. The seminar will focus on the court decisions which have been recently handed down by the United States Supreme Court and the New Jersey courts. In addition to providing a comprehensive update of new material, the seminar will simultaneously serve as a refresher for those persons who have not had an opportunity to attend a criminal procedure update for a number of years. Moreover, throughout the course, innovative teaching techniques and procedures will be offered, along with helpful suggestions for instructing new or veteran officers in this topic.

Who should attend: Assistant prosecutors, deputy attorneys general and police instructors. Prosecutor's investigators/detectives who must attend the ***“Modified Basic Course for Investigators,”*** that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives.

Cost: No charge

Date(s):	4/05/05 - 4/07/05	(Burlington County College, Police Academy)
	5/25/05 - 5/27/05	(Morris County Police Academy)
	11/02/05 - 11/04/05	(Morris County Police Academy)
	11/30/05 - 12/2/05	(Burlington County College, Police Academy)

Discipline

This one-day seminar covers fundamental concepts for establishing and maintaining discipline, as well as the duties and responsibilities of supervisors. Disciplinary alternatives are discussed in the context of an effective management style. Also discussed are legal issues relating to management's authority, duties and responsibilities under state statutes and case law, liability issues and means of minimizing exposure to liability. ***Limited class size.***

Who should attend: Chief executive officers, command level supervisors and sergeants of municipal and county law enforcement agencies.

Cost: No charge

Date(s):	4/14/05	(Passaic County Police Academy)
	4/28/05	(Cape May County Police Academy)
	9/14/05	(Morris County Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Domestic Violence Investigation for Law Enforcement Executives

This course will discuss recent changes in domestic violence law and procedures, criteria for the seizure of weapons and the development of standard operating procedures. Instruction will also cover updated information regarding the role and function of crisis teams.

Who should attend: Law enforcement executives and command level personnel.

Cost: No charge

Dates: 5/19/05 (Burlington County College, Police Academy)
10/06/05 (Union County Police Academy)

Domestic Violence Investigation for Municipal Law Enforcement

This course provides a clear and concise, yet comprehensive, presentation of relevant state and federal court decisions as well as strategies for effective investigation and prosecution at the municipal level. The intent of this course is to provide innovative strategies and techniques that will assist in the investigation and prosecution of domestic violence cases without the participation or cooperation of the victim.

Who should attend: Municipal police officers, detectives and investigators.

Cost: No charge

Date(s): 5/18/05 (Burlington County College, Police Academy)
10/05/05 (Union County Police Academy)

Field Training Officers Course

Quality field training of newly-graduated recruits is essential for officers to properly implement their academy training. This course is designed for those officers who will implement or supervise a field training officers program. It will address field training officers basics for guiding new officers in their transition from recruit to independent patrol officer.

Who should attend: Field training officers from municipal police departments.

Cost: No charge

Date(s): 3/14/05 - 3/16/05 (Burlington County College, Police Academy)
5/02/05 - 5/04/05 (Union County Police Academy)
6/22/05 - 6/24/05 (Morris County Police Academy)
11/07/05 - 11/09/05 (Bergen County Police Academy)

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TRAINING SCHEDULE – 2005

Financial Investigative Analysis

This course focuses on analyzing bank and business records in support of complex criminal and regulatory investigations. Topics include sources of financial information, bank records, finding leads and indicators in the records, bank record analysis, indicators of various criminal activities seen in financial records, money laundering, business record analysis, net worth and source and application of funds analysis. Several challenging exercises, including one interactive exercise, give practical application to the method being taught. ***Class size is limited (20).***

Who should attend: Assistant prosecutors, deputy attorneys general, county and state investigators, criminal or regulatory analysts. Attendees can be awarded 24 CPEs for this class.

Requirements: A ***personal calculator*** will be needed for instructional exercises.

Cost: No charge

Date(s):	4/12/05 - 4/15/05	8:30 am - 4:30 pm	(Hughes Justice Complex, Trenton)
	10/11/04 - 10/14/04	8:30 am - 4:30 pm	(Hughes Justice Complex, Trenton)

Firearms Instructor Course

This five-day Police Training Commission approved course teaches the fundamentals of firearms instruction, including range safety, weapons procedures, and range operation. Also included are the fundamentals of the Attorney General's Requalification Guidelines. ***Class size is limited (24).***

Who should attend: Law enforcement officers who require certification by the Police Training Commission as firearms instructors, or officers who will conduct in-service firearms training.

Requirements: ***Candidates must achieve a score of 90% or better during a pre-qualifying run of the HQC1 in the morning of the first day of class to be admitted into the course. Candidates must achieve a score of 95% or better in the HQC1 to successfully complete the course.*** Necessary equipment includes: service handgun and holster; 1,200 rounds of ammunition; agency shotgun, with 50 rounds of 00 Buck and 30 rounds of slug ammunition (for those agencies using slug ammunition); hearing and eye protection; baseball style hat; rain gear (no ponchos); and cleaning kit.

Cost: \$200

Date(s):	3/14/05 - 3/18/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. 12:00 pm - 9:00 pm, Thursday	(Fort Dix, Range 71)
	4/18/05 - 4/22/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. 12:00 pm - 9:00 pm, Thursday	(Fort Dix, Range 71)
	9/12/05 - 9/16/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri. 12:00 pm - 9:00 pm, Thursday	(Fort Dix, Range 71)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Firearms Instructors' Update

This program is designed to update all firearms instructors on a wide range of relevant topics. Discussions will include PTC and in-service firearms training issues. All courses of fire for PTC academies and in-service requalification will be reviewed. This workshop will explore non-toxic ammunition issues and the future of law enforcement firearms training in the state with an emphasis on consistency and on-duty relevance. *Classroom only, no range activities.*

Who should attend: PTC range masters and firearms instructors; in-service supervising firearms instructors and firearms instructors. County prosecutors' personnel who maintain law enforcement requalification records.

Cost: No charge

Date(s):	6/28/05	9:00 am - 12:00 pm	(Morris County Police Academy)
	6/29/05	9:00 am - 12:00 pm	(Monmouth County Police Academy)
	6/30/05	9:00 am - 12:00 pm	(Atlantic County Police Training Center)

Fundamental Investigative Techniques for Assistant Prosecutors

The newly-revamped and revised FITAP program consists of segments including a Trial Advocacy Program, seminars covering substantive legal topics such as criminal code, juvenile justice, bail, arrest, search and seizure, plea bargaining, sentencing, grand jury, confessions and Miranda, motion practice, appellate issues, and elective seminars. The core component, the Trial Advocacy Program focuses on skills needed to present a case to a jury, whether in the civil or criminal context. Participants will enhance their case preparation and trial advocacy skills through practical exercises involving the presentation of a criminal or civil case. Program announcements provided to county prosecutors' offices will specify the type and subject matter of the case to be used in each program. Participants will perform exercises in a simulated trial setting followed by faculty commentary and critique. Lectures on relevant topics will supplement participant performances and faculty critique. The exercises will focus on developing an appropriate and persuasive case theory, selecting exhibits, opening statements, direct and cross-examination, impeachment, and closing argument. Each participant will also participate in a full half day mock trial before a jury.

Who should attend: Newly-appointed assistant prosecutors and deputy attorneys general.

Cost: No charge

Date(s): To be announced through county prosecutors' offices.

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Grant Writing for Law Enforcement

This two-day program is designed to give participants the ability to understand the grant process. The course will review grant documentation, grant terminology, grant components, grant writing and fiscal responsibility. Participants will write grant proposals to familiarize them with the grant process.

Who should attend: Supervisory law enforcement personnel responsible for writing grants and reporting on grant programs. (Program is designed for those new to the process.)

Cost: No charge

Date(s): 9/22/05 - 9/23/05 (DCJ Academy, Sea Girt)

Internal Affairs Policy and Procedures, MBCI (1 Day)

This one-day course is designed to familiarize prosecutor's detectives and investigators with the Attorney General's directives and procedures for conducting internal affairs investigations. The course covers significant topics in internal affairs investigations, including internal affairs interviews, search and seizure, confidentiality, and the prosecutor's role in internal investigations.

Who should attend: This one-day course is **only** for prosecutor's investigators/detectives who must attend the "*Modified Basic Course for Investigators*," that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives.

Cost: No charge

Date(s): 4/21/05 (DCJ Academy, Sea Girt)
10/20/05 (DCJ Academy, Sea Girt)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Internal Affairs Policy and Procedures (4 Day)

The receipt and handling of complaints of police misconduct are governed by the statewide Internal Affairs Policy issued by the Attorney General. This program is essential to familiarize the internal affairs officer with the Attorney General's directives for conducting internal affairs investigations. Moreover, the course covers significant topics in internal affairs investigations, including interviewing subject officers, search and seizure, maintaining records, discipline and confidentiality.

Who should attend: Law enforcement officers who are assigned to the internal affairs function, and supervisors who are responsible for investigating internal complaints.

Cost: No charge

Date(s): 3/14/05 - 3/17/05 (Morris County Police Academy)
5/23/05 - 5/26/05 (Burlington County College, Police Academy)
9/19/05 - 9/22/05 (Union County Police Academy)
11/14/05 - 11/17/05 (Burlington County College, Police Academy)

Interview and Interrogation

This two-day course provides the fundamentals of interview and interrogation and explores strategies which may be employed in each. Included are understanding verbal and non-verbal behavior, preparing for the interview or interrogation, developing questions in a structured interview, and choosing the setting for the interview. The course includes practical exercises. *Class size is limited.*

Who should attend: Prosecutor's investigators/detectives who must attend the "*Modified Basic Course for Investigators,*" that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives and other law enforcement personnel.

Cost: No charge

Date(s): 1/20/05 - 1/21/05 (DCJ Academy, Sea Girt)
3/23/05 - 3/24/05 (Burlington County College, Police Academy)
10/20/05 - 10/21/05 (Burlington County College, Police Academy)
12/15/05 - 12/16/05 (Bergen County Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Introduction to Analysis

Students learn basic analytical techniques including sources of information; general research methods; critical thinking; information management; analytic standards; *NCISP* Recommendations; *Attorney General Intelligence Guidelines*, 28 *CFR* Part 23, statistical, crime, association, flow, telephone, strategic and financial analysis; as well as general computerized applications. statistical, crime, association, flow, telephone and financial analysis; as well as computerized applications. ***Class size is limited (16-25, depending on classroom size).***

Who should attend: Sworn law enforcement officers who are assigned to an investigative or intelligence function, analysts and prosecutors with no previous intelligence analysis training. Attendees can be awarded 40 CPEs for this class.

Requirements: A ***personal calculator*** will be needed for instructional exercises.

Cost: No charge

Date(s): 3/14/05 - 3/18/05 8:00 am - 4:30 pm (Hughes Justice Complex, Trenton)
9/12/05 - 9/16/05 8:00 am - 4:30 pm (Hughes Justice Complex, Trenton)

Investigator Safety and Security

This one-day course will provide students with the principles and procedures for investigator safety and security when approaching suspects. Included will be tactical positioning and suspect body language, draw and challenge, reflex tension and chain reaction shooting. The course will include practical exercises. ***Class size is limited.***

Requirements: **Casual dress for class participation (casual shirt and slacks; no jeans or tee shirts). Dress must include belted slacks, duty holster and weapon.**

Who should attend: Prosecutor's investigators/detectives who must attend the "***Modified Basic Course for Investigators***," that is, prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives and other law enforcement investigators.

Cost: No charge

Date(s): 1/11/05 (DCJ Academy, Sea Girt)
3/15/05 (DCJ Academy, Sea Girt)
7/12/05 (DCJ Academy, Sea Girt)
9/13/05 (DCJ Academy, Sea Girt)

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Methods of Instruction

This seven-day course provides the attendees with the fundamentals of instructor development. Included are lesson plan development, testing and evaluation, and classroom management. Emphasis is on practical exercises involving actual classroom presentations. ***Class size is limited (18).***

Who should attend: Law enforcement officers who require instructor certification by the Police Training Commission.

Cost: \$75

Date(s): 3/28/05 - 4/05/05 (no weekend classes) (DCJ Academy, Sea Girt)
6/06/05 - 6/14/05 (no weekend classes) (Hughes Justice Complex, Trenton)
10/03/05 - 10/12/05 (no weekend/holiday classes) (Hughes Justice Complex, Trenton)
12/05/05 - 12/13/05 (no weekend classes) (Hughes Justice Complex, Trenton)

Modified Basic Course for Investigators

Effective June 1997, the PTC replaced the *Modified Basic Course for Investigators (MBCI)* with a requirement that newly-hired county prosecutor's investigators and detectives with previous law enforcement experience and training must complete, within twelve months of appointment, a core in-service training curriculum consisting of the following courses: **Criminal Procedure Update; Internal Affairs Policy and Procedures, MBCI (1-Day Course), Interview and Interrogation; and Investigator Safety and Security.** Information concerning each of these specific courses is provided in the *2005 DCJ Course Catalog*.

Who should attend: Prosecutor's investigators/detectives who have previously completed the Basic Course for Police Officers in New Jersey, who have not had a break in law enforcement service for more than three years, and who are seeking certification as county prosecutor's investigators or detectives.

Patrol Workload Analysis

Determination of patrol workload is essential to the modern police department in deploying officers based on need instead of intuition. This course is designed to familiarize command level or planning officers with the principles of patrol workload analysis and how to make practical use of this information in determining patrol resource allocation. ***Class size is limited (25).***

Who should attend: Command level or planning officers responsible for allocation of patrol resources.

Requirements: Participants should bring a ***personal calculator*** to class as well as a copy of their agency's annual report for the previous year, specifically information pertaining to calls for service, miles traveled, and number of personnel assigned to the various functions in the police department

Cost: No charge

Date(s): 3/23/05 (Burlington County Police Academy)
10/04/05 (Union County Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Physical Conditioning Instructor Course

The Physical Conditioning Instructor Course is a 40-hour course conducted over five days. The course is designed to prepare law enforcement officers to implement and teach a physical fitness program in their police agencies or in a police academy. It is a prerequisite for certification by the Police Training Commission as a Physical Conditioning Instructor. The course requires participation in practical exercises as well as classroom instruction on fitness related topics. ***Class size is limited (18).***

Who should attend: Law enforcement officers who require physical conditioning instructor certification by the Police Training Commission.

Requirements: Students must successfully complete a physical conditioning entrance test consisting of strength, resistance and cardiovascular exercises to receive certification. *Appropriate exercise clothing should be worn to class.*

Cost: \$75

Date(s): 4/04/05 - 4/08/05 8:30 am - 4:30 pm (DCJ Academy, Sea Girt)
9/12/05 - 9/16/05 8:30 am - 4:30 pm (DCJ Academy, Sea Girt)

Police Chiefs Orientation Program

This program provides the newly-appointed chief executive with information on state procedures and regulations regarding the operation of municipal police departments. In addition, budget preparation, discipline, procedures and policy development workshops are conducted.

Who should attend: New police executives.

Cost: \$75

Date(s): 6/27/05 - 7/01/05 (Hughes Justice Complex, Trenton)

Probable Cause, Its Many Faces

This one-day, hands-on workshop will explore the various aspects of probable cause and probable cause determinations (involving suspects, civilians, witnesses, and criminal informants).

Who should attend: Police officers, prosecutor's detectives and investigators, assistant prosecutors and deputy attorneys general.

Cost: No charge

Date(s): 7/14/05 (Union County Police Academy)
9/28/05 (Burlington County College, Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Sexual Harassment in the Law Enforcement Workplace

This seminar covers the definitions of sexual harassment, how to help prevent the occurrence of sexual harassment in the workplace, what to do if sexual harassment occurs, and how to develop an agency policy regarding sexual harassment in the workplace.

Who should attend: Law enforcement managers and supervisors.

Cost: No charge

Date(s): 1/21/05 (Morris County Police Academy)
11/25/05 (Burlington County College, Police Academy)

Standards Policy Development

This workshop series will provide police departments currently participating or interested in participating in the *New Jersey Law Enforcement Agency Standards Program* assistance in developing those policies necessary to complete the 14 standards. These standards pertain to the development of policies and procedures in critical management areas such as disciplinary process, property and evidence management, communications, domestic violence, records management and training. Each course consists of six sessions conducted over a three month period.

Students will be provided with a CD containing sample policies and procedures from a variety of CALEA accredited agencies. Students will work from these sample policies to develop policies for their agency. At the completion of all six sessions, participating agencies will have developed required policies for implementation and completion of the *Standards Program*. ***Class size is limited (12-14).***

Requirements: Enrollment in each course/workshop is limited to one representative from an agency participating in the *Law Enforcement Agency Standards Program*. This person must possess basic computer skills and have responsibility for developing policies in their agency. Attendees will be required to remain within the course/workshop for which they originally registered.

Who should attend: Law enforcement supervisors and managers or sworn officers assigned by their agency to develop the agency's policies and procedures. Attendance is limited to representatives from municipal or county law enforcement agencies.

Cost: No charge

Date(s): *Course A* 2/10, 2/17, 2/24, 3/10, 3/17 and 3/24/05 (Morris County Police Academy)
Course B 9/15, 9/22, 9/29, 10/13, 10/20, 10/27/05 (Passaic County Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Street Encounters, Stops and Frisks

This course is intended for assistant prosecutors and others who instruct police officers on the legal aspects of inquiries, stops and frisks. It focuses closely on the distinctions between an inquiry and a *Terry* stop, how reasonable suspicion is determined, and how the *Terry* stop has been expanded to cover more than people. It also examines the criteria for a frisk and discusses the plain touch concept approved by the federal Supreme Court. Throughout the course, innovative teaching techniques and procedures will be offered, along with helpful suggestions for instructing new or veteran officers.

Who should attend: Assistant prosecutors, deputy attorneys general, police instructors.

Cost: No charge

Date(s):	2/23/05	(Burlington County College, Police Academy)
	5/09/05	(Union County Police Academy)
	11/16/05	(Union County Police Academy)

Structuring the Law Enforcement Agency

A current and meaningful table of organization is essential for making the most efficient use of limited police resources. The program focuses on the use of patrol workload and staffing as the fundamental basis in determining a viable structure for a municipal police department. The course covers the practical application of concepts such as unity of command and span of control. The course provides a brief overview of organizational concepts, how to determine whether specialization is justified, the process for determining personnel requirements and the number of supervisors required. Attendees are instructed on how to draft a table of organization chart, as well as how to develop unit and position job descriptions.

Who should attend: Municipal law enforcement executives and command level personnel directly responsible for establishing their agency's table of organization.

Cost: No charge

Date(s):	3/31/05	(Passaic County Police Academy)
	9/08/05	(DCJ Academy, Sea Girt)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Subgun Instructor Course

This five-day course prepares the law enforcement firearms instructor to teach the fundamentals of operating the law enforcement submachine gun. Successful completion of this course certifies the instructor to qualify subgun operators under the Attorney General's Requalification Guidelines. Instruction includes nomenclature, malfunction clearance, semi-automatic and full automatic manipulation drills, shooting on the move, and other street relevant courses of fire.

Class size is limited (24).

Who should attend: Law enforcement firearms instructors who wish to instruct and qualify law enforcement officers in the use of a submachine gun in accordance with the New Jersey Attorney General's Requalification Guidelines.

Requirements: Previous attendance to a Firearms Instructor Course. ***Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.***

Candidates must achieve a 90% score on the Automatic/Semi-Automatic Qualification Course (ASQC) and pass a written examination to successfully complete the course. Necessary equipment includes: a submachine gun with sling; at least two 30-round magazines for the subgun; 2,500 rounds of ammunition for the subgun; a flashlight or subgun attached light device; service handgun and holster; 100 rounds of ammunition for the handgun; wrap-around eye protection; hearing protection; baseball style or other hat with wide front brim; long sleeve shirts; rain gear (no ponchos); and a cleaning kit.

Cost: \$250

Dates:	5/02/05 - 5/06/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri.	(Fort Dix, Range 71)
		12:00 pm - 9:00 pm, Thursday	
	6/6/05 - 6/10/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri.	(Fort Dix, Range 71)
		12:00 pm - 9:00 pm, Thursday	
	10/17/05 - 10/21/05	8:30 am - 5:00 pm, Mon., Tues., Wed., Fri.	(Fort Dix, Range 71)
		12:00 pm - 9:00 pm, Thursday	

Training Management in the Law Enforcement Agency

Training is one of the most critical areas in modern law enforcement, both in the pursuit for more professional policing and as a defense against liability. This program looks at the training function as a fundamental aspect of managing a law enforcement agency. Included are discussions of basic and in-service training, training for supervisors and managers, training records, and the use of field training officers.

Who should attend: Law enforcement executives and command level personnel directly responsible for establishing or managing their agency's training program.

Cost: No charge

Date(s): 5/13/05 (Burlington County College, Police Academy)
9/23/05 (Union County Police Academy)

DIVISION OF CRIMINAL JUSTICE ACADEMY
TRAINING SCHEDULE – 2005

Vehicle Operations Instructor Course

This one-week course teaches the fundamentals of vehicle operations instruction, including classroom and practical instruction. This course is required by the Police Training Commission for certification as a vehicle operations instructor. The program also includes a review of the Attorney General's Vehicular Pursuit Policy.

Who should attend: Law enforcement officers who require certification by the Police Training Commission as vehicle operations instructors.

Requirements: Completion of the Methods of Instruction course. Equipment needs: a marked or unmarked police vehicle with operable lights and siren and in good condition; police-rated tires, including the spare; tire iron and jack, operable seat belts; and clothing suitable for outdoor weather.

Cost: \$125

Date(s): 4/18/05 - 4/22/05 9:00 am - 4:00 pm, Mon., Tues., Wed., Fri.
1:00 pm - 10:00 pm, Thursday
Classroom: Burlington County Police Academy (Monday)
Driving Range: Fort Dix (Tuesday, Wednesday, Thursday and Friday)

10/17/05 - 10/21/05 9:00 am - 4:00 pm, Mon., Tues., Wed., Fri.
1:00 pm - 10:00 pm, Thursday
Classroom: Burlington County Police Academy (Monday)
Driving Range: Fort Dix (Tuesday, Wednesday, Thursday and Friday)

Vehicle Operations Instructor Course Update

This one-day course reviews the fundamentals of vehicle operations instruction, including classroom and practical instruction. This course is required by the Police Training Commission for continued certification as a vehicle operations instructor. The program also includes an update of the Attorney General's Vehicular Pursuit Policy.

Who should attend: Law enforcement officers who instruct and are certified by the Police Training Commission as vehicle operations instructors.

Requirements: Candidates must have successfully completed the Vehicle Operations Instructor Course and have experience as police vehicle operations instructors.

Cost: No charge

Date(s): 3/8/05 9:00 am - 11:30 am (Burlington County College, Police Academy)
3/15/05 9:00 am - 11:30 am (Morris County Police Academy)

Division of Criminal Justice Academy
Training Schedule -- 2005

DATES		COURSE	LOCATION
01/11/05		Investigator Safety and Security	DCJ Academy, Sea Girt
01/20/05	01/21/05	Interview and Interrogation	DCJ Academy, Sea Girt
01/21/05		Sexual Harassment in the Law Enforcement Workplace	Morris County Police Academy
02/10/05	03/24/05	Standards Policy Development, Course A 2/10, 2/17, 2/24, 3/10, 3/17, 3/24/05	Morris County Police Academy
02/14/05	06/17/05	Basic Course for Investigators (Orientation, 2/4/04)	DCJ Academy, Sea Girt
02/23/05		Street Encounters, Stops and Frisks	Burlington County Police Academy
03/08/05		Vehicle Operations Inst. Course Update	Burlington County College, Police Academy
03/14/05	03/16/05	Field Training Officers Course	Burlington County College, Police Academy
03/14/05	03/17/05	Internal Affairs Policy and Procedures	Morris County Police Academy
03/14/05	03/18/05	Introduction to Analysis	Hughes Justice Complex, Trenton
03/14/05	03/18/05	Firearms Instructor Course	Fort Dix, Range 71
03/15/05		Investigator Safety and Security	DCJ Academy, Sea Girt
03/15/05		Vehicle Operations Instructor Course Update	Morris County Police Academy
03/23/05		Arson Investigation In-Service	Burlington Co. Emergency Services Trng Facility
03/23/05		Patrol Workload Analysis	Burlington County Police Academy
03/23/05	03/24/05	Interview and Interrogation	Burl County College, Police Academy
03/28/05	04/01/05	Assault Rifle Instructor Course	Fort Dix, Range 71
03/28/05	04/05/05	Methods of Instruction	DCJ Academy, Sea Girt
03/30/05		Arson Investigation In-Service	Burlington Co. Emergency Services Trng Facility
03/31/05		Structuring the Law Enforcement Agency	Passaic County Police Academy
04/04/05	04/08/05	Physical Conditioning Instructor Course	DCJ Academy, Sea Girt
04/05/05	04/07/05	Criminal Procedure Update	Burlington County College, Police Academy
04/06/05		Arson Investigation In-Service	Passaic County Police Academy
04/11/05	04/14/05	Community Policing Fundamentals	Morris County Police Academy
04/12/05	04/15/05	Financial Investigative Analysis	Hughes Justice Complex, Trenton
04/13/05		Arson Investigation In-Service	Passaic County Police Academy
04/14/05		Discipline	Passaic County Police Academy
04/18/05	04/22/05	Firearms Instructor Course	Fort Dix, Range 71
04/18/05	04/22/05	Vehicle Operations Instructor Course	Burlington County Police Academy (4/18)

Division of Criminal Justice Academy
Training Schedule -- 2005

DATES		COURSE	LOCATION
04/21/05		Internal Affairs Policy and Procedures, MBCI	DCJ Academy, Sea Girt
04/28/05		Discipline	Cape May County Police Academy
05/02/05	05/04/05	Field Training Officers Course	Union County Police Academy
05/02/05	05/06/05	Subgun Instructor Course	Fort Dix, Range 71
05/09/05	05/27/05	Basic Course for Arson Investigators	DCJ Academy, Sea Girt
05/09/05		Street Encounters, Stops and Frisks	Union County Police Academy
05/10/05	05/13/05	Counter Terrorism Strategic Analysis	Hughes Justice Complex, Trenton
05/13/05		Training Management in the Law Enforcement Agency	Burlington County College, Police Academy
05/16/05	05/20/05	Assault Rifle Instructor Course	Fort Dix, Range 71
05/18/05		Domestic Violence Investigation for Municipal Law Enforcement	Burlington County College, Police Academy
05/19/05		Domestic Violence Investigation for Law Enforcement Executives	Burlington County Police Academy
05/23/05	05/26/05	Internal Affairs Policy and Procedures	Burlington County College, Police Academy
05/25/05	05/27/05	Criminal Procedure Update	Morris County Police Academy
06/06/05	06/10/05	Subgun Instructor Course	Fort Dix, Range 71
06/06/05	06/14/05	Methods of Instruction	Hughes Justice Complex, Trenton
06/08/05		Arson Investigation In-Service	Middlesex County Fire Academy
06/15/05		Arson Investigation In-Service	Middlesex County Fire Academy
06/22/05	06/24/05	Field Training Officers Course	Morris County Police Academy
06/27/05	07/01/05	Police Chiefs Orientation	Hughes Justice Complex, Trenton
06/28/05		Firearms Instructors' Update	Morris County Police Academy
06/29/05		Firearms Instructors' Update	Monmouth County Police Academy
06/30/05		Firearms Instructors' Update	Atlantic County Police Training Center
07/12/05		Investigator Safety and Security	DCJ Academy, Sea Girt
07/14/05		Probable Cause, Its Many Faces	Union County Police Academy
07/20/05		An Anatomy of a Search Warrant	Union County Police Academy
08/15/05	12/21/05	Basic Course for Investigators (Orientation, 8/5/04)	DCJ Academy, Sea Girt
09/08/05		Structuring the Law Enforcement Agency	DCJ Academy, Sea Girt
09/12/05	09/16/05	Physical Conditioning Instruct. Course	DCJ Academy, Sea Girt
09/12/05	09/16/05	Introduction to Analysis	Hughes Justice Complex, Trenton

Division of Criminal Justice Academy
Training Schedule -- 2005

DATES		COURSE	LOCATION
09/12/05	09/16/05	Firearms Instructor Course	Fort Dix, Range 71
09/13/05		Investigator Safety and Security	DCJ Academy, Sea Girt
09/14/05		Discipline	Morris County Police Academy
09/15/05	10/27/05	Standards Policy Development., Course B 9/15, 9/22, 9/29, 10/13, 10/20, 10/27/05	Passaic County Police Academy
09/19/05	09/22/05	Internal Affairs Policy and Procedures	Union County Police Academy
09/22/05	09/23/05	Grant Writing for Law Enforcement	DCJ Academy, Sea Girt
09/23/05		Training Management in the Law Enforcement Agency	Union County Police Academy
09/28/05		Probable Cause, Its Many Faces	Burlington County College, Police Academy
10/03/05	10/12/05	Methods of Instruction	Hughes Justice Complex, Trenton
10/04/05		Patrol Workload Analysis	Union County Police Academy
10/05/05		Domestic Violence Investigation for Municipal Law Enforcement	Union County Police Academy
10/06/05		Domestic Violence Investigation for Law Enforcement Executives	Union County Police Academy
10/11/05	10/14/05	Financial Investigative Analysis	Hughes Justice Complex, Trenton
10/17/05	10/21/05	Subgun Instructor Course	Fort Dix, Range 71
10/17/05	10/21/05	Vehicle Operations Instructor Course	Burlington County Police Academy (10/17)
10/17/05	11/04/05	Basic Course for Arson Investigators	DCJ Academy, Sea Girt
10/20/05		Internal Affairs Police and Procedures (MBCI)	DCJ Academy, Sea Girt
10/20/05	10/21/05	Interview and Interrogation	Burlington County College, Police Academy
10/31/05	11/04/05	Assault Rifle Instructor Course	Fort Dix, Range 71
11/02/05	11/04/05	Criminal Procedure Update	Morris County Police Academy
11/07/05	11/09/05	Field Training Officers Course	Bergen County Police Academy
11/14/05	11/17/05	Internal Affairs Policy and Procedures	Burlington County College, Police Academy
11/14/05	11/18/05	Assault Rifle Instructor Course	Fort Dix, Range 71
11/16/05		Street Encounters, Stops and Frisks	Union County Police Academy
11/25/05		Sexual Harassment in the Law Enforcement Workplace	Burlington County Police Academy
11/30/05	12/02/05	Criminal Procedure Update	Burlington County College, Police Academy
12/05/05	12/13/05	Methods of Instruction	Hughes Justice Complex, Trenton
12/15/05	12/16/05	Interview and Interrogation	Bergen County Police Academy

Division of Criminal Justice Academy in Sea Girt

New Jersey National Guard Training Center

Sea Girt, New Jersey

732.282.6060

From the North

Take the Garden State Parkway South to Exit 98 (Highway 34 South). Go through the traffic light to the circle and proceed as if going straight up the hill. A Honda dealership and lumber yard will be on your right.

Go to the first turn off. You will see a highway sign which says Sea Girt, Manasquan. Take this ramp around to the right. This will take you under Hwy. 34 and onto Atlantic Avenue. A fire house and industrial park will be on your right.

Travel along this road about a mile or so. Just after passing a shopping mall on the right and a farm market on the left, you will be at the Manasquan Circle. Continue 3/4 of the way around the circle onto Hwy. 35 North. Make a right turn at the first traffic light onto Sea Girt Avenue. There will be a Kentucky Fried Chicken and Foodtown store on the right.

Continue along Sea Girt Avenue through two traffic lights. After the second light you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

From the South

Take the Garden State Parkway North to Exit 98. Follow directions to Highway 138 East.

Take Hwy. 138 East to Route 35 South.

Travel on Route 35 through four traffic lights. At the 5th light, turn left onto Sea Girt Avenue. At this intersection, there will be a Gulf Gas Station on the left.

Proceed on Sea Girt Avenue through two traffic lights. After the second light, you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

From the Turnpike and West

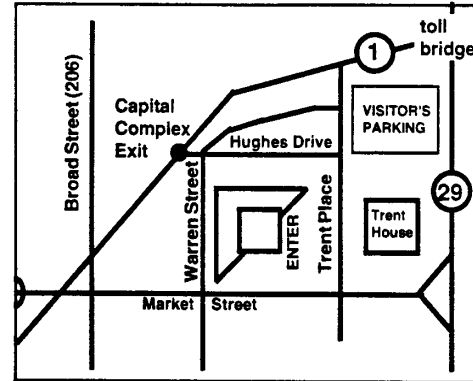
Take Exit 7A off the New Jersey Turnpike to Interstate 195 (I195) East. Travel along I195E for approximately 30 miles. I195 will become Route 138 East.

Take Hwy. 138 East to Route 35 South.

Travel on Route 35 through four traffic lights. At the 5th light, turn left onto Sea Girt Avenue. At this intersection, there will be a Gulf Gas Station on the left.

Proceed on Sea Girt Avenue through two traffic lights. After the second light, you will pass over railroad tracks. The New Jersey National Guard Facility, where the DCJ Academy is located, will be on your immediate right. The guard at the gatehouse can provide you with directions to the building where training is scheduled.

**Directions to
NJ DIVISION OF CRIMINAL JUSTICE
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ -- (609) 984-6500**



From NJ Turnpike (North or South):

1. Take Exit 7A to 195 West.
2. Take 195 West to Route 29.
3. Follow Route 29 North through tunnel.
4. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
5. Turn right at the first traffic light onto Trent Place.
6. Visitors Parking is on right, behind the Trent House.

From Garden State Parkway:

Southbound:

1. Take Exit 129 to the NJ Turnpike South.
2. From the NJ Turnpike South take Exit 7A to 195 West. Near Trenton, follow signs for Route 29.
3. Follow Route 29 North through tunnel.
4. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
5. Turn right at the first traffic light onto Trent Place.
6. Visitors Parking is on right, behind the Trent House.

Northbound:

1. Take Exit 98 to I-195 West. Near Trenton, follow signs for Route 29.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From Route 1 South:

1. Take Route 1 South into Trenton. Just north of Trenton, Route 1 splits into 2 roads. Stay to the left (do not use Route 1 Alternate).
2. From Route 1, take exit marked "Capitol Complex--Last Exit Before Toll." Exit ramp merges into New Warren Street, facing the rear of the Justice Complex. Proceed straight through traffic light to stop sign and Visitors Parking is straight ahead.

From 295 North:

1. Take Exit 60 - 29/129 (Trenton/Shore Points). Follow signs for Route 29.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From the Shore Area:

1. Take I-195 West, towards Trenton.
2. Follow Route 29 North through tunnel.
3. After 2 traffic lights, keep to the right. Take the second right exit onto Route 33/Market Street.
4. Turn right at the first traffic light onto Trent Place.
5. Visitors Parking is on right, behind the Trent House.

From Northwestern NJ:

1. Take Route 31 South to I-95 South.
2. From I-95 South, take exit for Route 29 South.
3. From Route 29 South, take exit for Market St. (Justice Complex). Justice Complex is on the right, near the exit ramp.
Turn right onto Trent Place and Visitors Parking is on right.

Division of Criminal Justice, Southern Regional Office

5 Executive Campus, Cherry Hill, New Jersey 08002

856.486.3900

From Interstate 295, take exit 34B, Rt. 70 West. Travel west on Rt. 70 for 3.0 miles to the 6th traffic light, which is at the main entrance to the Garden State Park racetrack. Stay in the right lane.

Continue west on Rt. 70, under the NJ Transit railroad bridge, for 2/10ths of a mile and bear right onto a feeder lane to the South Cornell Avenue jughandle. This feeder lane/access road goes through the parking lot of the Garden State Pavilion Shopping Center (Old Country Buffet, Staples, Home Depot).

Follow the access road to the first traffic light, which is the intersection of Cornell Avenue. Continue straight across the intersection, at which point the access road becomes King Avenue.

Turn right at the next intersection onto South Union Avenue and follow the roadway as it bends to the left.

Continue straight for a short distance and you will see a 4-story building on the right (Vlassic Foods) and a 2-story building on the left (5 Executive Campus). The DCJ Southern Regional Office is located on the second floor of 5 Executive Campus. Parking is available on the north or south side of the building.

Division of Criminal Justice, Central Regional Office

3131 Princeton Pike, Building #3, Suite 100

Lawrenceville, New Jersey 08648

609.896.8888

FROM PENNSYLVANIA. Take Rt. 95 North across the Scudders Falls Bridge into New Jersey. Stay on 95 North to Exit 8A, Princeton Pike South. (It is the exit right after the Rt. 206 exit.) At the traffic light, turn left onto Princeton Pike. Take the next left into the office building complex, 3131 Princeton Pike. The Central Regional Office is in Building #3, Suite 100.

FROM NORTH JERSEY. Take the NJ Turnpike to Exit 7A. Take Route I-195 West to Route 295 North. When you cross Route 1, Route 295 will become Route 95 South. Exit at Princeton Pike South. Turn right into the second driveway (about 1/4 mile) to 3131 Princeton Pike. The Central Regional Office is in Building #3, Suite 100.

FROM ATLANTIC CITY. Take Route 30 to Route 206 North. Stay on Rt. 206 to Bordentown where you will see signs for Trenton/Princeton, Route 295. Take Rt. 295 North toward Princeton for approximately 7 miles. When you cross Rt. 1, Rt. 295 North becomes Rt. 95 South. Exit at Princeton Pike South. Turn right into the second driveway (about 1/4 mile) to 3131 Princeton Pike. The Central Regional Office is in Building #3, Suite 100.

Division of Criminal Justice, Northern Regional Office

One Apollo Drive, Whippany, NJ 07981

973.599.5900

FROM ROUTE 287. Take Route 287 to the Route 10 East (Whippany) exit. At the 1st light turn right onto South Jefferson Road. Turn left onto Apollo Drive, which is the 1st side street on the left. Go to the end of the cul-de-sac and turn right into the parking lot. Drive around the buildings to the white section of the complex. Park in the lot behind the white building. Walk around to front entrance lobby and contact receptionist.

FROM ROUTE 78. Take Route 78 West to Route 24 West to Route 287 North. Follow the Directions above. OR Take Route 78 East to Route 287 North and follow the Directions above.

FROM ROUTE 280. Take Route 280 West to the Eisenhower Parkway exit. Take Eisenhower Parkway to Route 10 West. Take Route 10 West to the Jefferson Road jughandle and get onto South Jefferson Road and follow the Directions above.

FROM ROUTE 80. Take Route 80 to Route 287 South to Route 10 (Whippany) East. Follow the Directions above.

Range #71, Fort Dix, New Jersey

609.562.4571

From North

NJ Turnpike to Exit 7A. Take I-195 east to Exit 8, Route 539 South. Follow Rt. 539 South to Plumsted Township to Mile Post 30. On the right is an entrance to Range Road, Fort Dix. After entering the gate, turn right and proceed approximately 1 ½ miles. Range #71 will be on the left.

From South

NJ Garden State Parkway North to Exit 58. Turn left onto Rt. 539 North. Continue on Rt. 539 North to Mile Post 30. Just before Mile Post 30, on the left is the entrance to Range Road, Ft. Dix. After entering the gate, turn right and proceed approximately 1½ miles. Range #71 will be on the left.

From Southwest

Take I-295 North to I-195 East to Exit 8, turn right. Follow Route 539 South to Mile Post 30. On the right is an entrance to Range Road, Fort Dix. After entering the gate, turn right and proceed approximately 1 ½ miles. Range #71 will be on the left.

From Northeast

NJ Garden State Parkway South to I-195 West to exit 16, Route 537 South. Follow Rt. 537 South to 539 South to Mile Post 30. On the right is an entrance to Range Road, Fort Dix. After entering the gate, turn right and proceed approximately 1 ½ miles. Range #71 will be on the left.

Atlantic County Police Training Center
Anthony “Tony” Canale Training Center
5033 English Creek Avenue
Egg Harbor Township, NJ 08234-5743
609.407.6742

FROM GARDEN STATE PARKWAY (SOUTH BOUND)

Take the Garden State Parkway to Exit 37 (Washington Avenue). Make a right turn and follow Washington Avenue to the Cardiff Circle (follow detour sign to Route 322/40). Go West on Route 40 (Black Horse Pike) for 5 miles to English Creek Avenue (County Route 575). Make a left turn at light (by Mobile Gas Station). Go approximately 3 miles. The Canale Training Center will be on your right.

FROM GARDEN STATE PARKWAY (NORTH BOUND)

Take the Garden State Parkway to Exit 36. Turn right onto Fire Road. Go to the 1st light and make a right turn onto Mill Road (County Route 662). Follow Rte. 662 for 3 ½ miles to stop sign and make a right turn. At the 1st traffic light, make a right turn onto English Creek Ave. (County Route 575). Training Center is 1 mile on your left.

FROM ATLANTIC CITY EXPRESSWAY (EAST BOUND)

Take Exit 9 (Delilah Road). Make a right turn and go 1 mile. Turn left on English Creek Ave. (County Route 575). Follow Route 575 for 3 ½ miles (across Black Horse Pike). Training Center will be on the right side.

FROM BLACK HORSE PIKE (ROUTE 40) PHILADELPHIA/CAMDEN AREA

Take Route 40 (Black Horse Pike) East past Hamilton Mall and Atlantic City Race track for 1 mile. English Creek Shopping Center will be on the right side. Go to the corner and make a right turn onto English Creek Ave. (County Route 575). Go straight for 3 miles. Training Center will be on the right side.

Bergen County Police and Fire Academy
Bergen County Law & Public Safety Institute
281 Campgaw Road, Mahwah, NJ 07430
201.785.6036

ROUTE 4 WEST

At fork, bear right onto the 208 North Exit on Ewing Avenue (first exit in Franklin Lakes). Turn right onto Ewing. At stop light, turn left onto Franklin and travel for 1/2 mile. At the VFW, make right onto Pulis and go one mile. Make left onto Campgaw. Institute is about one mile on the right. Note: If you miss Ewing Avenue, the next two exits (Summit and Colonial) lead to the Institute. Follow green signs.

ROUTE 17 NORTH/SOUTH

Take Route 17 into Mahwah. Take MacArthur Blvd exit (at MacArthur/Island Road exit) to end. Turn right onto Darlington and left onto Seminary Road; left onto Campgaw. The Institute is about 1/2 mile on the left.

ROUTE 202/RAMAPO VALLEY ROAD

Right onto Darlington; bear right at fork onto Campgaw. The Institute is on the left.

GARDEN STATE PARKWAY, NORTH & SOUTH

Exit 160. Left onto Paramus Road. Travel 1/4 mile, take Route 4W/208N exit. Follow directions for Route 4W.

Route I-287

From 287 North to Route 208 South, to Colonial Road exit. Go under Route 208. Go north on Colonial Road to traffic light. Turn right onto Franklin Avenue. At approximately 500 feet, turn left onto Pulis Avenue. Approximately one mile, turn left onto Campgaw Road. Institute is one mile on the right.

Burlington County College, Police Academy

County Rt. 530, Pemberton, New Jersey 08068

609.894.9311

DIRECTIONS FROM NORTH

Route 295 South to Bordentown exit. Route 130 North to Farnsworth Avenue. Turn right at next red light onto Route 206 South. Follow Rt. 206 South for 1 mile to Route 68. Follow Route 68 South for 7 miles to Pemberton-Wrightstown Road (County Route 616). Travel 3 miles. Turn left onto Ft. Dix-Pemberton Road (County Routes 663/616). Travel 1.4 miles to Pemberton-Browns Mills Road (County Route 694/530) and 2 miles to right onto College Road (3rd right at the college). Follow signs to East Campus Center/Police Academy.

DIRECTIONS FROM SOUTH

Route 295 North to Route 38 East, or Route 206 North to Route 38 East. Route 38 East to end at County Route 530 East to right onto West Rancocas Drive. Follow signs to East Campus Center/Police Academy.

DIRECTIONS FROM NEW JERSEY TURNPIKE

New Jersey Turnpike south to Route 206 exit (Exit 7). Proceed south on Route 206 to Route 38. Turn left onto Route 38 and follow to its end (a “T” intersection). The college is on the right hand side.

DIRECTIONS FROM THE PUBLIC SAFETY CENTER

Woodlane Road (County Route 630) East, 7 miles to Route 668. Turn right onto Arney’s Mount Road (County Route 668), .3 miles, turn right onto Hanover Street (County Route 616), .6 miles, turn left onto Pemberton-Browns Mills Road (County Routes 694/530), 2 miles, turn right onto College Drive (3rd right at the college), follow signs to East Campus/Center, Police Academy.

Burlington County Emergency Services Training Facility
53 Academy Drive
Westampton, NJ 08060
609.702.7158

From the NJ Turnpike: Take exit 5, at the traffic light make a right hand turn onto Route 541. Just prior to the second traffic light take the jug handle (Woodland Road/County Facilities) and stay to the right. At the stop sign make a right turn onto Woodlane Road and proceed to the second traffic light and turn right into the County Complex. Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end to the Emergency Services Training Facility.

From Route 295 North or South: Take exit 45A (Mount Holly/Willingboro). Proceed to the third traffic light and make a left hand turn (Irick Road). At the first traffic light make a right hand turn (Woodlane Road). Proceed to the first traffic light and make a left hand turn into the County Complex. Follow the road around and make a left turn after the Public Safety Center (large radio antenna) and go to the end of the Emergency Services Training Facility.

Cape May County Police Academy

4 Moore Road

Cape May Court House, New Jersey

609.465.1134

From the North

The Cape May County Police Academy is located directly off the New Jersey Garden State Parkway. At approximately mile-post 11, there will be a traffic light (National Guard Center on left). At this traffic light make a LEFT turn. Continue straight, past the Cape May County Correctional Center. Continue past the Veterans' Cemetery The Police Academy is located on your right.

From the South

The Cape May County Police Academy is located directly off the New Jersey Garden State Parkway. At approximately mile-post 11, there will be a traffic light (National Guard Center on the right). At this traffic light make a RIGHT hand turn. Continue straight, past the Cape May County Correctional Center. Continue past the Veterans' Cemetery The Police Academy is located on your right.

Middlesex County Fire Academy
1101 Fire Academy Drive, Sayreville, New Jersey
732.727.0008

FROM THE NORTH

Route 9, South:

Cross over the Raritan River and take the South Amboy exit. Make a right onto Chevalier Drive, then turn left onto Main Street. Make a right at the first traffic light onto Fire Academy Drive.

Route 287:

Take 287 South to Route 9 South. Cross over the Raritan River and take the South Amboy exit. Make a right onto Chevalier Drive, then turn left onto Main Street. Make a right at the first traffic light onto Fire Academy Drive.

New Jersey Turnpike::

Take the New Jersey Turnpike to Exit 10 onto Route 440 East to Route 9 South. Take the South Amboy exit. Make a right onto Chevalier Drive, then turn left onto Main Street. Make a right at the first traffic light onto Fire Academy Drive.

Garden State Parkway:

Take the GSP South to Exit 124. Make a right onto Main Street. Make the next right onto Kennedy Drive. At the next traffic light go across Main Street onto Fire Academy Drive.

FROM THE SOUTH

Garden State Parkway:

Take the GSP to Exit 125. Make a left off the ramp onto Chevalier Drive. Make the 2nd left onto Main Street. At the next traffic light, make a right onto Fire Academy Drive.

New Jersey Turnpike:

Take the Turnpike to Exit 10 and then onto 440 East to Route 9 South. Cross over the Raritan River and take the South Amboy exit. Make a right onto Chevalier Drive and make the 2nd left onto Main Street. Make a right at the next traffic light onto Fire Academy Drive.

Middlesex County Route 535:

Take Route 535 north until you cross over the Veteran's Memorial Bridge. Proceed to the 2nd traffic light and make a left turn onto Main Street. At the 4th traffic light make a left onto Fire Academy Drive.

Route 9, North:

Take Route 9 Perth Amboy Exit to the Victory Circle (before you go over the Victory Bridge into Perth Amboy). Go 3/4 of the way around the circle and make a right onto Chevalier Drive. Make the 2nd left onto Main Street. At the next traffic light, make a right onto Fire Academy Drive.

Monmouth County Police Academy
2000 Kozloski Road, Freehold, New Jersey 07728
732.577.8710

NJ Turnpike (from South Jersey)

NJ Turnpike North to exit 7A (195, Shorepoints). Take Rt.#195 East to exit #16. Take Rt.#537 East to Freehold. Proceed through and out of the Freehold business district to traffic light - Kozloski Road. Turn right onto Kozloski Road, go 1/4 mile to light and Academy is on the right.

NJ Turnpike (from North Jersey)

NJ Turnpike South to exit #11. As you leave the tollgate stay to the left and get on the Garden State Parkway South to exit #123. Take Rt.#9 South for 7.3 miles, stay left to Rt.#18. Take Rt.#18 South to exit 22B. Take Rt.#537 West just before 2nd traffic light - follow sign for Kozloski Road South. At 2nd light the Academy is on the right.

Garden State Parkway (from South Jersey)

GSP North to exit 100B to Rt.#33 West. Go West on Rt.#33 to Collingswood Circle. Take Rt.#34 North for 1 mile (stay left) to Rt.#33 West. Follow Rt.#33 West at 2nd light stay to the right (Business District) at 4th light Kozloski Road. Turn right onto Kozloski Road, go 3/4/ mile to 2nd light and Academy is on left.

Garden State Parkway (from North Jersey)

GSP South to exit #123. Take Rt.#9 South for 7.3 miles, stay left to Rt.#18. Take Rt.#18 South to exit 22B. Take Rt.#537 West just before 2nd traffic light - follow the sign for Kozloski Road South. At 2nd light the Academy is on the right.

Morris County Fire/Police Academy

500 Hanover Avenue
Parsippany, New Jersey 07056
(973) 285-2979

From Route 287 South:

Exit 36 to light. Make right onto Ridgedale Avenue. Next light make left to Hanover Avenue. Proceed through 6 additional traffic lights. After 6th light, the Academy is approximately 3/10s of a mile on right.

From Route 287 North:

Exit 36-B. Cross back over highway and stay to extreme right. At traffic light take yield to the right (Ridgedale Avenue). Turn left at second traffic light (Hanover Avenue). Proceed through 6 additional traffic lights. After 6th light, the Academy is approximately 3/10s of a mile on right.

From Route 24 West:

Exit 1-A. At first traffic light make right onto Hanover Avenue. Proceed through 7 additional lights. After the 7th light, the Academy is approximately 3/10s of a mile on right.

From Garden State Parkway North:

Exit 142 to Route 78 East. After going East for a short distance, turn around for 78 West. Follow 78 West to Route 287 (then follow above from 287N). OR, to Route 24 West (then follow above from 24W).

From New Jersey Turnpike South:

78 West to 24 West (then follow above from 24W).

Passaic County Police Academy
214 Oldham Road, Wayne, NJ 07470
973.595.6411 ROUTE 80 EAST BOUND

Route 80 East to Exit 54 (Right exit, Minisink Road, Totowa Exit). End of exit, make a left. Go to end and make a right onto Totowa Road. Go to the end and make a left onto Union Ave. Go to intersection of Preakness Ave. and Union Blvd. and make a left on Preakness Ave. Go to the top of the hill and you will see an athletic field. Make a right onto Oldham Road. Go approximately ½ mile down Oldham Road. Academy driveway will be on the right (white picket fence right before the Academy entrance.)

ROUTE 80 WEST BOUND

Route 80 West to Exit 55B (Union Ave, Totowa Paterson Exit). Make a right onto Union Avenue and continue until you come to the intersection of Union Avenue and Preakness Avenue. Make a left onto Preakness Ave. Go to the top of the hill and you will see an athletic field. Make a right onto Oldham Road. Go approximately ½ mile down Oldham Road. Academy driveway will be on the right (white picket fence right before the Academy entrance.)

ROUTE 46

Route 46 West to Union Blvd., Totowa Exit (right exit). Make a right onto Union Ave. and continue until you come to the intersection of Union Avenue and Preakness Avenue. Make a left onto Preakness Ave. Go to the top of the hill and you will see an athletic field. Make a right onto Oldham Road. Go approximately ½ mile down Oldham Road. Academy driveway will be on the right (white picket fence right before the Academy entrance.)

ROUTE 23 SOUTH BOUND

Route 23 South to Route 46 East. Follow directions for Route 46 East.

GARDEN STATE PARKWAY NORTH BOUND

Garden State Parkway North to Exit 153 (Route 3//46 West Exit. Left exit). Route 3 will run into Route 46. Take Route 46 to the Union Blvd. Exit (right exit). Union Blvd. will turn into Union Avenue. Go to intersection of Preakness Avenue and Union Blvd. and make a left onto Preakness Ave. Go to the top of the hill and you will see an athletic field. Make a right onto Oldham Road. Go approximately ½ mile down Oldham Road. Academy driveway will be on the right (white picket fence right before the Academy entrance.)

GARDEN STATE PARKWAY SOUTH BOUND

Garden State Parkway South to Exit 154 (46 West Exit). Take Route 46 to Union Blvd. Totowa Exit. Make a right onto Union Ave. and continue until you come to the intersection of Union Ave. and Preakness Ave. Make a left onto Preakness Ave. Go to the top of the hill and you will see an athletic field. Make a right onto Oldham Road. Go approximately ½ mile down Oldham Road. Academy driveway will be on the right (white picket fence right before the Academy entrance.)

ROUTE 208

Route 208 to Goffle Road/North Haledon/Hawthorne Exit. Right onto Goffle Road. Make a right onto North Eighth St. (past Goffle Brook Park). Follow North Eighth Street to the end. Make a right onto Haledon Ave. and follow to the end. Big Jim's Pizza and Dunkin Donuts will be at the corner. go through the light to the next light. Make a left onto Hamburg Turnpike. make your 1st right onto Oldham Road (Past William Paterson University). Approximately ½ mile down Oldham Road, Academy driveway will be on the left.

Union County Police Academy
(John H. Stamler Police Academy)
1176 Raritan Road, Scotch Plains, NJ 07076
908.889.6112

FROM GARDEN STATE PARKWAY SOUTH BOUND

Get off the Parkway at Exit 135 and stay to the right while going down the ramp. This will be Central Avenue. Make a left at the first light (White Diamonds on the corner) onto Raritan Road.

After the third light on Raritan Road there will be a school, Hehnly Grammar School. Bear right when passing the school. At the next light make a right onto Lake Avenue (Routondo Liquor Store will be on the left). Continue over the bridge, stay to the left and approximately .5 miles down Raritan, on the left, is the Union County Vocational/Technical School. Enter the driveway and bear right. The Academy is located in the back of the campus parking lot. You will also notice blue and white *John H. Stamler Police Academy* signs along the above route.

FROM GARDEN STATE PARKWAY NORTH BOUND

Get off the Parkway at Exit 135, bear left down the ramp. Continue through the circle and go underneath the Parkway bridge heading straight onto Central Avenue. Make a left at the first light onto Raritan Rd. At this point, follow the above directions.

FROM ROUTE #22 EAST OR WEST

Take the Terrill Road exit (at Sears) and continue on Terrill Road for a few miles, bearing left at the end. Ashbrook Golf Course will be in front of you. Terrill now becomes Raritan Road. A landmark, the Union County Vocational/Technical School, is 1/4 mile down on your right. Enter the Vo/Tech driveway and bear right. The Academy is located in the back of the campus parking lot. Blue and white *John H. Stamler Police Academy* signs are posted along the above route.

FROM ELIZABETH

Take Westfield Avenue, Route 28, which is also called North Avenue, or take West Grand, also called South Avenue. Head west toward Scotch Plains. Make a left turn onto Martine Avenue, also called Park Avenue. Remain on Martine for several miles. At the first traffic light, after passing Union Catholic High School, turn right onto Raritan Road. Continue down Raritan and turn into the Union County Vocation/Technical School driveway, which is 1/4 mile down on your left. The Academy is located in the back of the campus parking lot. Blue and white *John H. Stamler Police Academy* signs are posted along the above route.

Division of Criminal Justice Academy
COURSE REGISTRATION FORM
(Mail or fax *ALL* registration forms to:)
DIVISION OF CRIMINAL JUSTICE ACADEMY
P.O. Box 085
TRENTON, NEW JERSEY 08625-0085
telephone 609.777.0243
fax 609.984.7303

To assist in planning course enrollment and providing confirmation of enrollment, registrations should be submitted at least 30 days prior to course start date. ***Please check course prerequisites prior to submitting registrations.*** A copy of a certificate confirming successful completion of a Firearms Instructor Course must be submitted along with any registration for the Subgun Instructor Course or Assault Rifle Instructor Course.

For tuition courses, please submit an agency check or completed payment voucher with the registration or upon confirmation of course enrollment. ***All course tuition payments should be mailed to the DCJ Academy office in Trenton.***

Written confirmation of course enrollment will be mailed approximately three weeks prior to the course start date. ***To attend courses, individuals must receive confirmation of enrollment from the DCJ Academy.***

COURSE: _____ Date(s): _____

APPLICANT INFORMATION <i>(Please type or print clearly using black ink)</i>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY		HOME TELEPHONE NUMBER	
AGENCY MAILING ADDRESS		AGENCY TELEPHONE NO. (Direct Number or Extension)	
CITY/STATE/ZIP (zip code is required)		AGENCY FAX NO.	

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)	TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)	DATE

Subgun Instructor Course and Assault Rifle Instructor Course. Candidates must provide a copy of a certificate confirming successful completion of a Firearms Instructor Course upon registration.

Modified Basic Course for Investigators. County prosecutor's detectives or investigators who have completed the Basic Course for Police Officers and who are seeking certification and are registering for any of the following required courses: (1) Criminal Procedure Update; (2) Internal Affairs; (3) Interview and Interrogation; (4) Investigator Safety and Security, provide date of appointment to current law enforcement position.

_____/_____
Mo. Yr.

Basic Course for Investigators. Use dedicated registration form provided in following pages.

Basic Course for Arson Investigators. Use dedicated registration form provided in following pages.

Division of Criminal Justice Academy
COURSE REGISTRATION FORM
Basic Course for Investigators (ONLY)

(Mail or fax *BCI* registration forms to:)
DIVISION OF CRIMINAL JUSTICE ACADEMY
National Guard Training Center, P.O. Box 283
Sea Girt, New Jersey 08750
telephone 732.282.6060
fax 732.974.7551

Basic Course for Investigators, Registration: To assist in planning course enrollment, registration for the Basic Course for Investigators, along with a completed Clothing Order Form, must be submitted at least 5 weeks prior to course start date.

Course Tuition: Tuition payments for the Basic Course for Investigators should be mailed to the Division of Criminal Justice Academy office in Trenton. Address: DCJ Academy, 25 Market St., PO Box 085, Trenton, NJ 08625.

Course: <u>Basic Course for Investigators</u>
Date(s): _____

APPLICANT INFORMATION <i>(Please type or print clearly using black ink)</i>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY		HOME TELEPHONE NUMBER	
AGENCY MAILING ADDRESS		AGENCY TELEPHONE NO. (Direct Number or Extension)	
CITY/STATE/ZIP (zip code is required)		AGENCY FAX NO.	

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)	TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)	DATE

Basic Course for Investigators. Provide date of appointment to current law enforcement position.

_____/_____
Mo. Yr.

Registration for the Basic Course for Investigators
MUST be accompanied by the appropriate Clothing Order Form
(provided in the following pages of the Course Catalog).

The registration and clothing order form are due 5 weeks prior to Course start date.

Division of Criminal Justice Academy
National Guard Training Center
PO Box 283
Sea Girt, NJ 08750
telephone 732.282.6060
fax 732.974.7551

DCJ-Issued Clothing Order Form

These clothing items are provided for use during participation in the course noted.

Course: **Basic Course for Investigators**

Course Dates: _____

*Provide your name and the name of your employing agency and circle the correct size for each item listed. (Clothing items are mens sizes.) Attach completed form to the DCJ Academy Course Registration Form. **The registration form and clothing order form must be submitted to the DCJ Academy in Sea Girt at the above address at least five weeks prior to Course start date.***

NAME: _____ Telephone: _____

EMPLOYING AGENCY: _____

Tee Shirt (3)	S	M	L	XL	XXL
Sweat Shirt (2)	S	M	L	XL	XXL
Sweat Pants (2)	S	M	L	XL	XXL
Gym Shorts (3)	S	M	L	XL	XXL
Polo (Golf) Shirt (6)	S	M	L	XL	XXL
3 long sleeve shirts					
3 short sleeve shirts					
Field Jacket (1)	S	M	L	XL	XXL

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(For DCJ Academy Use Only) I have received the above clothing items from the DCJ Academy, with any exceptions noted.

(Exceptions)

Name: _____ Date: _____

Division of Criminal Justice Academy
COURSE REGISTRATION FORM
Basic Course for Arson Investigators (ONLY)

(Mail or fax *BCAI* registration forms to:)
DIVISION OF CRIMINAL JUSTICE ACADEMY
National Guard Training Center, P.O. Box 283
Sea Girt, New Jersey 08750
telephone 732.282.6060
fax 732.974.7551

Basic Course for Arson Investigators, Registration: To assist in planning course enrollment, registration for the Basic Course for Arson Investigators, along with a completed Clothing Order Form, must be submitted at least 5 weeks prior to course start date. All registrations for the Basic Course for Arson Investigators must be approved and signed by a designated representative of the county prosecutor's office and submitted to the DCJ Academy in Sea Girt through the county prosecutor's office.

Course Tuition: Tuition payments for the Basic Course for Arson Investigators should be mailed to the Division of Criminal Justice Academy office in Trenton. Address: DCJ Academy, 25 Market St., PO Box 085, Trenton, NJ 08625.

COURSE:	<u>Basic Course for Arson Investigators</u>
Date(s):	_____

APPLICANT INFORMATION <i>(Please type or print clearly using black ink)</i>			
LAST NAME	FIRST	MI	EMPLOYMENT E-Mail ADDRESS
TITLE/RANK	SOCIAL SECURITY NO. (Required)	COUNTY	AGENCY ORI NUMBER (Required)
EMPLOYING AGENCY		HOME TELEPHONE NUMBER	
AGENCY MAILING ADDRESS		AGENCY TELEPHONE NO. (Direct Number or Extension)	
CITY/STATE/ZIP (zip code is required)		AGENCY FAX NO.	

SIGNATURE OF APPLICANT	DATE
SIGNATURE OF APPLICANT'S SUPERVISOR (Required)	TELEPHONE
NAME AND TITLE OF SUPERVISOR (Please type or print legibly) (Required)	DATE

Basic Course for Arson Investigators. All applications for the Basic Course for Arson Investigators must be approved and signed by a designated representative of the county prosecutor's office and submitted to the DCJ Academy through the county prosecutor's office.

Endorsement by Prosecutor's Office representative (title/signature) _____

Registration for the Basic Course for ARSON Investigators
MUST be accompanied by the appropriate Clothing Order Form
(provided in the following pages of the Course Catalog).

The registration and clothing order form are due 5 weeks prior to Course start date.

Division of Criminal Justice Academy
National Guard Training Center
PO Box 283
Sea Girt, NJ 08750
telephone 732.282.6060
fax 732.974.7551

DCJ-Issued Clothing Order Form

These clothing items are provided for use during participation in the course noted.

Course: **Basic Course for ARSON Investigators**

Course Dates: _____

*Provide your name and the name of your employing agency and circle the correct size for each item listed. (Clothing items are mens sizes.) Attach completed form to the DCJ Academy Course Registration Form. **The registration form and clothing order form must be submitted (through the county prosecutor's office) to the DCJ Academy in Sea Girt at the above address.***

NAME: _____ Telephone _____

EMPLOYING AGENCY: _____

Tee Shirt (3)	S	M	L	XL	XXL
Polo (Golf) Shirt (3)	S	M	L	XL	XXL

=====

(For DCJ Academy Use Only) I have received the above clothing items from the DCJ Academy, with any exceptions noted.

(Exceptions)

Name: _____ Date: _____

